

Booking a return economy flight in TEM

Create a travel request.

1. Give it a short title.
2. Select the departure date.
3. Click 'Create'.

Travel requests
For information see [Travelpoint](#) or click on the ? in the right top corner of the screen.
Look into your old travel requests in TEM 1.0? Follow this [instruction](#).
First time on a trip? Have a look at the [steps](#) to be taken.
Travel directive Corona-virus [Corona](#).

All travel requests Card View Hide New

Create travel request

Short trip title 1 Madrid Juni 2020 2 08/06/2020 3 Create +

[All](#) | [Draft](#) | [Submitted](#) | [Approved](#) | [Rejected](#) | [Confirmed](#) | [Cancelled](#)

A travel request folder will then open.

Please note that only the blue fields have to be completed. And the only mandatory fields are the top two blue fields ('Reason' and 'Description').

See the figure below.

1. If appropriate, change the unit or cost element.
2. From the drop-down menu, select a 'Reason' for your trip.
3. Enter a short 'Description' (that is, why you are making this trip).

The screenshot shows a web application interface for submitting a travel request. At the top, there is a navigation bar with the 3W logo and various menu items like 'Travel request', 'Expenses', 'Approval', 'Cash advance', 'Dashboard', 'My profile', and 'Logout'. The user's name 'Erik Doodkorte (TEM)' and currency 'EUR' are also visible.

The main content area is titled 'Unit travelling for and cost element'. It contains two search fields, both marked with a red circle '1' and a red arrow pointing to the input text 'BUZA 3W-DRM'. Below these are two notification boxes, both stating 'Geen meldingen'.

The 'Trip Information' section is divided into three columns:

- To be completed by the traveler:** Contains a 'Reason' dropdown menu with 'Werkbezoek' selected (marked with a red circle '2' and arrow), a 'Description' text field with 'EU meeting Madrid' (marked with a red circle '3' and arrow), and a checkbox for 'Extra cash advance needed because you are paying the hotel'.
- Automatically completed:** Contains dropdown menus for 'Type of traveller' (Ambtenaar), 'Type of travel' (Duty trip), and 'Online booking, Request for offer or expense report' (1. Online boeken).
- Summary costs for trip and stay:** Contains several input fields for cost estimations: Allowance estimation (EUR), Flight/train booking costs (EUR), Hotel booking costs (EUR), Car rental booking costs (EUR), Total estimated costs (EUR), Maximum cash advance, and Desired advance.

At the bottom right, there are buttons for 'Delete', 'Print', 'Save', and 'Search & book'.

Then click the aeroplane icon in the dark blue bar on the left (or scroll further down).

Next, complete the itinerary ('Trip Schema').

This is not a mandatory field. You can skip it. If you do so, select 'Search & book' now to go to the online booking tool.

1. Select the departure date
2. Select the return date
3. Select a departure location
4. Select an arrival location
5. Select a location of stay
6. Save the completed information by clicking the checkbox.

3W Werken voor Nederland

Travel request | Expenses | Approval | Cash advance | Dashboard | My profile | Logout

MXFP3S | TEM 3W Cytric | EUR | Erik Doodkorte (TEM) | User

Trip Schema

Option is to skip the Trip Schema and go to online booking via 'Search & Book' under Trip Schema or below screen.

Return | Multidestination | One-way **7**

Departure date **1**: 08/06/2020
Flight/Train number

Return date **2**: 12/06/2020
Flight/Train number

From [City] **3**: Amsterdam (Amsterdam-Schiphol) AMS, Netherlands
Departure: Anytime, Arrival: Anytime


To [City] **4**: Madrid (Barajas), Spain
Departure: Anytime, Arrival: Anytime

By: Air
Class: Economy **6**

Location **5**: Spanje-Madrid

Booking Dashboard

Make yourself familiar with the travel policy and where to find all information on the travel policy and where to find it.

Online booking flight and stay via :  [Search & book](#)

STATUS ONLINE BOOKING : No booking
Ticketing Date : Not applicable

Delete | Print | Save ✓ | Search & book

Then click the blue 'Save' button at the bottom of the page.



Now click the blue 'Search & book' button.



A pop-up will open and take you to Cytric (the online booking tool).

The search results are displayed in this online booking tool. They are automatically sorted by 'Lowest fare'.

If you wish, you can change this via the drop-down menu to another sorting criterion, such as 'Departure time' or 'Shortest travel time'.

You are booking for:

E Doodkorte, Erik (You)

Voorkeursopties (groen stoplicht) worden als eerste getoond. Niet geprefereerde opties (rood stoplicht) te boeken met onderbouwing.

Round trip Amsterdam ⇌ Madrid

AMS → MAD
Mon, 8 Jun

MAD → AMS
Fri, 12 Jun



Sorted by
Shortest travel time

Filter

Prices do not include any payment fee that may apply to your form of payment.

Time difference: 0h 00m

| | | | | | | | |
|--|------------------------------------|-----------------------------------|-------------------------------|------------------------------------|-------------|--|---------------------------------------|
| | Kim Royal Dutch Airlines - 1699 | Amsterdam, NL 07:00 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 09:35 MAD | Recommended | | Total trip prices from € 98,81 |
| | Kim Royal Dutch Airlines - 1701 | Amsterdam, NL 09:30 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 12:05 MAD | Recommended | | Total trip prices from € 98,81 |
| | Kim Royal Dutch Airlines - 1703 | Amsterdam, NL 13:50 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 16:25 MAD | Recommended | | Total trip prices from € 98,81 |
| | Kim Royal Dutch Airlines - 1705 | Amsterdam, NL 16:55 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 19:30 MAD | Recommended | | Total trip prices from € 98,81 |
| | Kim Royal Dutch Airlines - 1707 | Amsterdam, NL | Nonstop | Madrid, MA, ES | Recommended | | |

Then select an outbound flight from the list of available flights.

To do so, click the blue arrow to the right of the flight you want to select.

You are booking for:

E Doodkorte, Erik (You)

Voorkeursopties (groen stoplicht) worden als eerste getoond.
Niet geprefereerde opties (rood stoplicht) te boeken met onderbouwing.

Round trip Amsterdam ⇌ Madrid

AMS → MAD
Mon, 8 Jun
















MAD → AMS
Fri, 12 Jun

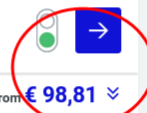
Sorted by
Shortest travel time

Filter

Prices do not include any payment fee that may apply to your form of payment.

Time difference: 0h 00m

| | | | | | |
|---|-----------------------------------|-------------------------------|------------------------------------|---|---------------------------------------|
|  Kim Royal Dutch Airlines - 1699 | Amsterdam, NL 07:00 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 09:35 MAD | Recommended   | Total trip prices from € 98,81 |
|  Kim Royal Dutch Airlines - 1701 | Amsterdam, NL 09:30 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 12:05 MAD | Recommended   | Total trip prices from € 98,81 |
|  Kim Royal Dutch Airlines - 1703 | Amsterdam, NL 13:50 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 16:25 MAD | Recommended   | Total trip prices from € 98,81 |
|  Kim Royal Dutch Airlines - 1705 | Amsterdam, NL 16:55 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 19:30 MAD | Recommended   | Total trip prices from € 98,81 |
|  Kim Royal Dutch Airlines - 1707 | Amsterdam, NL | Nonstop | Madrid, MA, ES | Recommended   | |



You will see that the outbound flight has been selected, and you will be presented with the options for the return journey.

Please note that you have a free choice.

If you select two different airlines, the system will automatically calculate a price based on two one-way flights. This may make your trip more expensive.

The traffic lights indicate whether a trip is within policy (green) or out of policy (red). If you select an out-of-policy flight, you will later have to indicate why you selected it.

1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for:

E Doodkorte, Erik (You)

Voorkeursopties (groen stoplicht) worden als eerste getoond. Niet geprefereerde opties (rood stoplicht) te boeken met onderbouwing.

Round trip Amsterdam ⇌ Madrid

| | | | | | | |
|-----------------------------------|--------|----------------|--------------------|----------------|-----------|---|
| ✓ Kim Royal Dutch Airlines -1701 | JUN 8 | Amsterdam, NL | Nonstop | Madrid, MA, ES | 12:05 MAD | ✕ |
| | | | Total time: 2h 35m | | | |
| | JUN 12 | Madrid, MA, ES | | Amsterdam, NL | -- : -- | |
| | | | | | -- : -- | |

AMS → MAD
Mon, 8 Jun

MAD → AMS
Fri, 12 Jun

Sorted by
Latest departure

Filter

Prices do not include any payment fee that may apply to your form of payment.

Time difference: 0h 00m

| | | | | | | |
|---|-------------------------------|---------|-------------------------------|-------------|---|-----|
| ✓ Kim Royal Dutch Airlines -1706 | ▲ Madrid, MA, ES 20:20 MAD | Nonstop | Amsterdam, NL 23:00 AMS | Recommended | Total trip prices in Economy from € 98,81 | 🟢 → |
| ✓ Iberia - 3720 (operated by Iberia Express) | ▲ Madrid, MA, ES 19:50 MAD | Nonstop | Amsterdam, NL 22:25 AMS | | Continue for fares and prices | 🔴 → |
| ✓ Kim Royal Dutch Airlines -1704 | ▲ Madrid, MA, ES 17:10 MAD | Nonstop | Amsterdam, NL 19:50 AMS | Recommended | Total trip prices in Economy from € 98,81 | 🟢 → |
| ✓ CSA Czech Airlines - 701, 616 | ▲ Madrid, MA, ES 15:20 MAD | 1 Stop | Amsterdam, NL 08:40 +1 AMS | | Continue for fares and prices | 🔴 → |



Select the flight you want with the blue arrow.



The system will then retrieve the fares. A  message will appear.

In the next screen, you will see the return flight selected with the fares below.
There is a 'suggested fare' (the cheapest) and below it the 'other fares'.

Make a selection. Pay attention to whether the fare selected includes or excludes baggage.

Round trip Amsterdam ⇌ Madrid

| | | | | | |
|--|------------------------------------|------------------|------------------------------------|-------------------------------|------------------------------------|
| | Klm Royal Dutch Airlines - 1701 | JUN 8 | Amsterdam, NL 09:30 AMS | Nonstop Total time: 2h 35m | Madrid, MA, ES 12:05 MAD |
| | Klm Royal Dutch Airlines - 1706 | JUN 12 | Madrid, MA, ES 20:20 MAD | Nonstop Total time: 2h 40m | Amsterdam, NL 23:00 AMS |

Show more fares

Service class mix

Filter

Prices do not include any travel agency service fee that may apply or any payment fee that may apply to your form of payment.

Suggested fare

| | | | | | | | |
|--|---------------------------------|--------------------------|--------------------------------------|---------------------|---------------|-------------------------------|----------------------|
| | Service class ECONOMY | Change € 70,00 | Refund +€ 46,81 / -€ 52,00 | Baggage X | LIGHT2 | Total price € 98,81 | |
| | | | | | | | Number of tickets: 1 |

Other fares

| | | | | | | | |
|--|---------------------------------|--------------------------|--------------------------------------|---------------------|---------------|--------------------------------|----------------------|
| | Service class ECONOMY | Change € 70,00 | Refund +€ 46,81 / -€ 68,00 | Baggage X | LIGHT2 | Total price € 114,81 | |
| | | | | | | | Number of tickets: 1 |

| | | | | | | | |
|--|---------------------------------|--------------------------|---------------------------------------|------------------------|-----------------|--------------------------------|----------------------|
| | Service class ECONOMY | Change € 70,00 | Refund +€ 46,81 / -€ 102,00 | Baggage 1 x | STANDARD | Total price € 148,81 | |
| | | | | | | | Number of tickets: 1 |

| | | | | | | | |
|--|---------------------------------|--------------------------|---------------------------------------|------------------------|-----------------|--------------------------------|----------------------|
| | Service class ECONOMY | Change € 70,00 | Refund +€ 46,81 / -€ 116,00 | Baggage 1 x | STANDARD | Total price € 162,81 | |
| | | | | | | | Number of tickets: 1 |

To confirm your selected fare, click the blue arrow to its right.

The next screen may present you with another (cheaper) alternative.

Consider the alternative, and select it, or select the previously selected flight by clicking the blue arrow to the right of the flight you want.

You are booking for:

E Doodkorte, Erik (You)

Round trip Amsterdam ⇌ Madrid

| | | | | |
|-----------------------------------|--------------------------|---------------------------------------|-----------------------|--------------------------------|
| Kim Royal Dutch Airlines - 1701 | JUN | Amsterdam, NL | Nonstop | Madrid, MA, ES |
| 8 | 09:30 AMS | Total time: 2h 35m | 12:05 MAD | |
| Kim Royal Dutch Airlines - 1706 | JUN | Madrid, MA, ES | Nonstop | Amsterdam, NL |
| 12 | 20:20 MAD | Total time: 2h 40m | 23:00 AMS | |
| ⇌ Service class ECONOMY | Change € 70,00 | Refund +€ 46,81 / -€ 102,00 | Baggage 1 x | STANDARD |
| | | | | Total price € 148,81 |
| | | | | Number of tickets: 1 |

← Back

Alternative options





These options could be better or cost less. Please consider them before making your final selection.

| | | | | |
|-----------------------------------|--------------------------|--------------------------|---------------------------|-------------------------------|
| Air Europa - 1098 | JUN | Amsterdam, NL | Nonstop | Madrid, MA, ES |
| 8 | 11:05 AMS | Total time: 2h 40m | 13:45 MAD | |
| Air Europa - 1093 | JUN | Madrid, MA, ES | Nonstop | Amsterdam, NL |
| 12 | 15:00 MAD | Total time: 2h 35m | 17:35 AMS | |
| ⇌ Service class ECONOMY | Change No info | Refund No info | Baggage No info | LITE |
| | | | | Total price € 83,81 |
| | | | | Save € 65,00 |
| | | | | Number of tickets: 1 |

The next screen takes you through all the details.


1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for: **E** Doodkorte, Erik (You)

| | | | | | | | |
|---|--------------------------|---------------------------------------|---|-----------------|--------------------------------|----------------------|------------------|
|  Klm Royal Dutch Airlines - 1701 | JUN 8 | Amsterdam, NL | 09:30 AMS | Nonstop | Total time: 2h 35m | Madrid, MA, ES | 12:05 MAD |
|  Klm Royal Dutch Airlines - 1706 | JUN 12 | Madrid, MA, ES | 20:20 MAD | Nonstop | Total time: 2h 40m | Amsterdam, NL | 23:00 AMS |
|  Service class ECONOMY | Change € 70,00 | Refund +€ 46,81 / -€ 102,00 |  Baggage 1 x | STANDARD | Total price € 148,81 | Number of tickets: 1 | |

Select seats € 0,00 Add baggage € 0,00 Add ancillaries € 0,00

To confirm the booking, click 'Complete Booking' at the bottom right of the screen.

 Booker **E** Erik Doodkorte, erik.doodkorte@minbuza.nl

€ 148,81 Complete Booking
Details ▾ Liable for payment

The final screen displays the booking confirmation.

 **Confirmation for Erik Doodkorte**

Approval:

 The trip request is waiting for approval.

Approval Deadline: **Friday, 10APR20 13:52 (CEST)**
No Approver selected

| Segment # | Type | Travel Date | Destination | Time Periods | Requested Service | Status | Total |
|--|---|-------------|------------------------------|---------------|--------------------|-----------|------------------------|
| 1 |  | 08JUN20 | Amsterdam(AMS) - Madrid(MAD) | 09:30 - 12:05 | KL 1701 Economy | Confirmed | 148,81 |
| 2 |  | 12JUN20 | Madrid(MAD) - Amsterdam(AMS) | 20:20 - 23:00 | KL 1706 Economy | Confirmed | Included in segment #1 |
| Total Cost of the complete Trip in EUR: | | | | | | | 148,81 |

The deadline for approval of the trip is normally 24 hours. This can sometimes be shorter, however, so it is important to submit your booking for approval as soon as possible.

If you want to book a hotel, click 'Add Hotel' at the bottom of the screen.

Keuze buiten reisbeleid? Kies de reden bij "Policy".
Zorg dat de manager uw reisaanvraag binnen 24 u goedkeurt.
Controleer 2 u na goedkeuring of u de ticket heeft ontvangen.

We thank you for this booking!

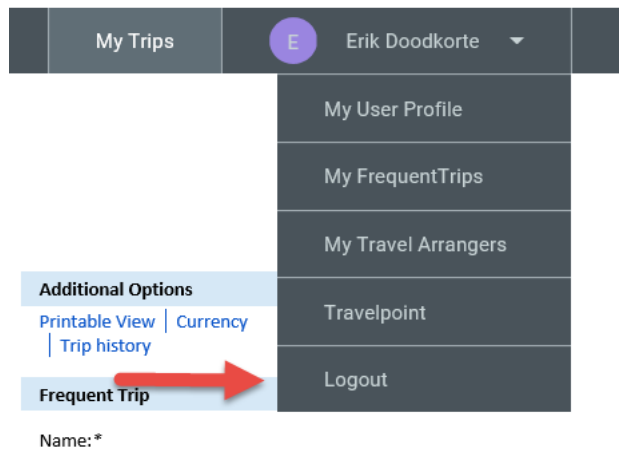
Important: The information enclosed here may change without notice. All times are local times. Please observe the visa and immigration regulations of your destination and/or transit country as well as information on health and vaccination rules. Only you are responsible for compliance. If your travel plans change, please cancel any bookings not needed anymore as early as possible. Any comparison prices provided here may change because of currency fluctuations.

[Continue to Active Bookings](#) | [Add Train Booking](#) | [Add Hotel](#) | [Add Car Booking](#) | [Cancel Entire Booking](#)

Back

The booking must be submitted in TEM.

Click your name at the top right of the screen, and select 'Logout'.



You can then close the screen by clicking the cross at the top right.

Back in TEM, click the blue 'Submit offer or submit for approval' button to submit the travel request.

3W Werken voor Nederland

Travel request | Expenses | Approval | Cash advance | Dashboard | My profile | Logout

MXF3S | TEM 3W Cytric | EUR | Erik Doodkorte (TEM) | User

Trip Schema

Option is to skip the Trip Schema and go to online booking via 'Search & Book' under Trip Schema or below screen.

AMSTERDAM
Amsterdam-Amsterdam-Schiphol (AMS)

↔

MADRID
Madrid-Barajas (MAD)

Price
148.81 EUR

DEPARTURE

AMS 09:30 08/6/2020 ————— MAD 12:05 08/6/2020

Duration : 02:35:00 PNR : P6S2EI
Class : E

Location
Madrid

RETURN

MAD 20:20 12/6/2020 ————— AMS 23:00 12/6/2020

Duration : 02:40:00 PNR : P6S2EI
Class : E

Location
Madrid

Booking Dashboard

Close | Print | Save | **Submit offer or submit for approval** | Access my booking

Once the trip has been approved, the e-ticket will be sent by email.